



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

December 4, 2008

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name of the Chief Executive Officer.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

STATUS REPORT ON LONG-TERM LEAVE MANAGEMENT

On April 17 and September 4, 2008, we provided your Board the status on the development and implementation of the new Long-Term Leave Management Program (LTLMP). The primary intent of the program is to reduce the number, and improve the management, of employees on long-term leave. For this program, long-term leave is defined as absence for more than six consecutive months. This memorandum provides an updated status of the program.

The Department of Human Resources (DHR) and the Chief Executive Office Risk Management Branch (Risk Management) continue to work together to assist departments with the management of the LTLMP. We continue to closely monitor the number of employees on long-term leave.

Progress to Date

As previously reported, departments submit Long-Term Leave Absence Reports (Absence Report) monthly to DHR. The Department of Human Resources and Risk Management training and outreach have resulted in department submissions becoming much more accurate. However, we continue to work closely with four large departments.

The Department of Human Resources tracks data based on: 1) the number of long-term leave cases reported by departments; and 2) the number of long-term leave cases actually verified by DHR after the data was scrubbed. Attachment 1 summarizes the number of cases reported by all departments and those verified by DHR for the four-month period covering July through October, 2008.

"To Enrich Lives Through Effective And Caring Service"

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Based on the number of actual verified cases, the total number of employees on long-term leave for all departments (including Sheriff) has decreased from 1,807 to 1,732, or 4.2%, during the four-month reporting period. The 1,732 employees on long-term leave as of the end of October represent 1.7% of the County's total full-time work force of approximately 102,000. We believe the decrease in the number of employees on long-term leave is a direct result of departments more closely monitoring cases as a result of the LTLMP and department heads and their staff taking a more proactive role.

It is important to note that the figures reported by departments each month are based on a snapshot in time. In reality, the number of long-term leave cases is in constant flux. New cases are added each month and other cases are closed out. Attachment 2 compares October data to September data and breaks out the various categories explaining status changes.

Strategic Action Steps

Over the last few months, we targeted four large departments (Department of Health Services (DHS), Department of Children and Family Services (DCFS), Department of Public Social Services (DPSS) and Probation) with the largest number of employees on long-term leave. Special training to refine data and use the data as a meaningful management tool was provided to these departments by DHR and Risk Management staff. In addition to training, we took the following action steps:

- A small team of Risk Management and DHR staff conducted on-site visits to two (DCFS and DPSS) of the four departments. The purpose of the visit was to provide guidance and assist with the process of monitoring employees on long-term leave. We are in the process of scheduling the remaining two department visits.
- A follow-up personal meeting with the Department Head and the Director of Personnel, together with Risk Management and DHR staff, has been held with two departments. The remaining will be held in January 2009.
- Development of a more user-friendly report that can readily assist department management in reviewing and monitoring the program. Training on the report was provided to the big four departments.
- Placement of a dedicated Risk Management return-to-work specialist at DHS to work with the department on long-term leave issues.

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- Development of policy guidelines for departments to follow when it is necessary to facilitate interdepartmental placement of employees returning to work that cannot be placed in their original department. The policy will be distributed to County departments later this month.

Next Steps

We continue to work with departments to develop strategies and individual plans to handle each employee on long-term leave.

Please contact Michael J. Henry at (213) 974-2406 if you have any questions or need additional information.

WTF:ES
MJH:cg

Attachments

c: All Department Heads (Via electronic mail)

2008 Long Term Leave Summary Report
July 2008 - October 2008

Attachment 1

Department	July Rpted	July Actual *	Aug Rpted	Aug Actual *	Sept Rpted	Sept Actual *	Oct Rpted	Oct Actual*
Agricultural & Weights Commission	0	0	0	0	0	0	0	0
Alternate Public Defender	2	2	1	1	1	1	1	1
Animal Control	12	12	12	12	12	12	11	11
Assessor	8	8	8	8	8	8	9	9
Auditor-Controller	2	2	0	0	1	0	0	0
Board of Supervisors	4	4	4	4	4	4	4	4
Chief Executive Office	3	3	3	3	3	3	3	3
Chief Information Officer	0	0	0	0	0	0	0	0
Child Support Services Department	18	17	18	17	17	16	17	14
Department of Beaches & Harbor	4	4	3	3	4	4	4	4
Department of Children & Family Services	117	113	132	113	124	123	123	122
Department of Community and Senior Services	5	5	4	4	3	3	3	3
Department of Consumer Affairs	1	1	1	1	1	1	1	1
Department of Coroner	2	2	2	2	2	2	1	2
County Counsel	6	5	4	5	3	3	3	3
District Attorney	26	26	31	30	28	28	26	24
Fire Department	78	68	75	72	78	77	73	71
Department of Health Services(DHS)								
DHS - Administration	16	13	14	14	13	13	13	13
DHS - Managed Care	2	2	2	2	2	2	1	1
DHS - Antelope Valley Cluster (High Desert)	13	13	12	12	12	12	11	11
DHS-LAC-USC Healthcare Network	190	183	180	183	158	157	148	148
DHS-NE Comp Health Centers	15	15	13	14	14	14	13	13
DHS-Coastal Cluster (Harbor-UCLA)	44	43	42	42	36	38	40	38
DHS-Long Beach Comp Health Center	3	3	3	3	3	3	3	3
DHS-SW Cluster (King)	11	11	9	9	9	9	12	13
DHS-MLK Special Cluster	56	56	48	48	44	44	43	43
DHS-Metro So. CHC/Health Centers	16	16	17	17	18	18	16	16
DHS-San Fernando Valley Cluster	47	47	43	43	45	45	45	45
DHS-Mid Valley CHC Health Center	4	4	5	5	4	4	4	4
DHS-Rancho Los Amigos	26	25	29	25	25	25	27	27
DHS-Juvenile Court	7	7	7	7	6	6	6	6
Department of Human Resources	1	1	1	1	1	1	2	2
Human Relations Commission	0	0	0	0	0	0	0	0
Internal Services Department	21	21	23	25	22	22	22	21
Department of Mental Health	44	43	44	44	40	40	42	42
Military and Veterans Affairs	0	0	0	0	0	0	0	0
Museum of Art	0	0	0	0	0	0	0	0
Museum of Natural History	1	1	1	1	1	1	1	1
Office of Affirmative Action Compliance	0	0	0	0	0	0	0	0
Office of Ombudsman	0	0	0	0	0	0	0	0
Department of Parks & Recreation	7	7	6	7	8	6	8	8
Probation Department	361	351	266	265	271	275	276	279
Public Defender	15	13	13	13	13	12	14	13
Department of Public Health	60	59	57	58	55	55	52	52
Public Library	10	10	10	11	10	10	10	10
Office of Public Safety	15	15	14	14	14	14	12	12
Department of Public Social Services	333	329	373	372	391	392	388	387
Department of Public Works	39	39	39	39	36	36	37	39
Department of Regional Planning	4	4	3	4	3	3	3	3
Office of the Registrar-Recorder/ County Clerk	13	13	15	15	16	16	15	15
Sheriff's Department	192	186	193	191	191	192	191	188
Department of Treasurer & Tax Collector	5	5	8	7	9	8	7	7
Total	1859	1807	1788	1766	1759	1758	1741	1732
Change from prior month (+over/-under)	-95	122	-71	-41	-29	-8	-18	-26

* Adjusted to add under-reported cases and delete duplicate cases and employees not meeting the "6-month continuous leave" criteria

2008 Status Report on Long Term Leave Program
September 1, 2008 to October 31, 2008
(Ref: October 15, 2008 - November 15, 2008 LTL Reports)

Attachment 2

Department	Dept No.	Sept Rptd	Adjustment			Sept Actual*	Oct Rptd	Adjustment			Oct Actual*	Net Changes from Sept to Oct	Dropped Cases in Oct 2008	Reasons for Drops											New Cases in Oct 2008	Reasons for Increases				
			Under-Rptd	# of Dupl.	# < 6 mons.			Under-Rptd	# of Dupl.	# < 6 mons.				OR	Rtr	Res	RTW	OS	Med. Rel.	Dchg	Unk	Dec	WHA	Tr		New	UR	Tr	R	
Agricultural Commissioner/Weights and Measure	10	0	0	0	0	0	0	0	0	0	0	0	0											0						
Alternate Public Defender	675	1	0	0	0	1	1	0	0	0	1	0	0											0						
Department of Animal Care & Control	620	12	0	0	0	12	11	0	0	0	11	-1	1				1							0						
Assessor	40	8	0	0	0	8	9	0	0	0	9	1	0											1	1					
Auditor-Controller	50	1	0	0	1	0	0	0	0	0	0	0	0											0						
Board of Supervisors	61	4	0	0	0	4	4	0	0	0	4	0	0											0						
Chief Executive Office	60	3	0	0	0	3	3	0	0	0	3	0	0											0						
Chief Information Officer	80	0	0	0	0	0	0	0	0	0	0	0	0											0						
Child Support Services Department	371	17	0	0	1	16	17	1	0	4	14	-2	3				3							1	1					
Department of Beaches & Harbor	55	4	0	0	0	4	4	0	0	0	4	0	0											0						
Department of Children & Family Services	350	124	0	1	0	123	123	0	1	0	122	-1	12				10	2						11	10	1				
Department of Community and Senior Services	325	3	0	0	0	3	3	0	0	0	3	0	0											0						
Department of Consumer Affairs	762	1	0	0	0	1	1	0	0	0	1	0	0											0						
County Counsel	360	3	0	0	0	3	3	0	0	0	3	0	0											0						
Department of Coroner	340	2	0	0	0	2	1	1	0	0	2	0	0											0						
District Attorney	370	28	0	0	0	28	26	0	0	2	24	-4	4				4							0						
Fire Department	390	78	1	2	0	77	73	3	0	5	71	-6	13		5		8							7	7					
Department of Health Services(DHS)																														
DHS - Administration	110	13	0	0	0	13	13	0	0	0	13	0	0											0						
DHS - Managed Care	120	2	0	0	0	2	1	0	0	0	1	-1	1				1							0						
DHS - Antelope Valley Cluster (High Dessert)	130	12	0	0	0	12	11	0	0	0	11	-1	1					1						0						
DHS-LAC-USC Healthcare Network	160	158	0	1	0	157	148	0	0	0	148	-9	10		1		4	5						1		1				
DHS-NE Comp Health Centers	161	14	0	0	0	14	13	0	0	0	13	-1	1					1						0						
DHS-Coastal Cluster (Harbor-UCLA)	200	36	3	1	0	38	40	0	2	0	38	0	1				1							1	1					
DHS-Long Beach Comp Health Center	201	3	0	0	0	3	3	0	0	0	3	0	0											0						
DHS-SW Cluster (King)	225-A	9	0	0	0	9	12	1	0	0	13	4	0											4	4					
DHS-MLK Special Cluster	225-B	44	0	0	0	44	43	0	0	0	43	-1	1			1								0						
DHS-Metro So. CHC/Health Centers	226	18	0	0	0	18	16	0	0	0	16	-2	2				2							0						
DHS-San Fernando Valley Cluster	240	45	0	0	0	45	45	0	0	0	45	0	5				3			1		1		5	5					
DHS-Mid Valley CHC Health Center	241	4	0	0	0	4	4	0	0	0	4	0	1				1							1		1				
DHS-Rancho Los Amigos	260	25	0	0	0	25	27	0	0	0	27	2	1				1							3	2	1				
DHS-Juvenile Court	290	6	0	0	0	6	6	0	0	0	6	0	0											0						
Department of Human Resources	100	1	0	0	0	1	2	0	0	0	2	1	0											1	1					
Human Relations Commission	68	0	0	0	0	0	0	0	0	0	0	0	0											0						
Internal Services Department	300	22	0	0	0	22	22	0	1	0	21	-1	3				2				1			2		2				
Department of Mental Health	435	40	0	0	0	40	42	0	0	0	42	2	2				2							4	4					

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			Under-Rpted	# of Dupl.	# < 6 mons.			Under-Rpted	# of Dupl.	# < 6 mons.				OR	Rtr	Res	RTW	OS	Med. Rel.	Dchg	Unk	Dec	WHA	Tr		New	UR	Tr	R		
Military and Veterans Affair	767	0	0	0	0	0	0	0	0	0	0	0	0											0							
Museum of Art	35	0	0	0	0	0	0	0	0	0	0	0	0											0							
Museum of Natural History	440	1	0	0	0	1	1	0	0	0	1	0	0											0							
Office of Affirmative Action Compliance	63	0	0	0	0	0	0	0	0	0	0	0	0											0							
Office of Ombudsman	771	0	0	0	0	0	0	0	0	0	0	0	0											0							
Department of Parks & Recreation	600	8	0	0	2	6	8	0	0	0	8	2	0											2	2						
Probation Department	640	271	8	0	4	275	276	9	4	2	279	4	16	2	1		11	1		1				20	18	2					
Public Defender	670	13	0	0	1	12	14	0	0	1	13	1	1				1							2	2						
Department of Public Health	295	55	0	0	0	55	52	0	0	0	52	-3	5		1		3		1					2	2						
Public Library	461	10	0	0	0	10	10	0	0	0	10	0	0											0							
Office of Public Safety	101	14	0	0	0	14	12	0	0	0	12	-2	2				2							0							
Department of Public Social Services	140	391	6	3	2	392	388	4	1	4	387	-5	26	1	1	1	18					5		21	18	3					
Department of Public Works	690	36	0	0	0	36	37	2	0	0	39	3	1			1								4	2	2					
Department of Regional Planning	720	3	0	0	0	3	3	0	0	0	3	0	0											0							
Office of the Registrar-Recorder/County Clerk	710	16	0	0	0	16	15	0	0	0	15	-1	1				1							0							
Sheriff's Department	770	191	3	0	2	192	191	0	2	1	188	-4	16				14	2						12	12						
Department of Treasurer & Tax Collector	790	9	0	0	1	8	7	0	0	0	7	-1	1				1							0							
Total		1759	21	8	14	1758	1741	21	11	19	1732	-26	131	3	9	3	94	11	1	3	1	1	5	0	105	92	13	0	0	0	0

Note:

* Adjusted to add under-reported cases and delete duplicate cases and employees not meeting the "6-month continuous leave" criteria

Keys:

Under-Rpted: Adjustment to reflect error in dropping off cases that are still active in the reporting month

Dupl.: Duplicated Data

OR: Over reported

Rtr: Retire

Res: Resign

RTW: Return to Work

OS: Out of Service

Med. Rel.: Medical Release

Dchg: Discharged

Unk: No reason given

Dec: Deceased

WHA: Work Hardening Assignment over 30 days

Tr: Transfer

New: New Cases

UR: Cases that should have been reported in previous months

R: Return to Leave status